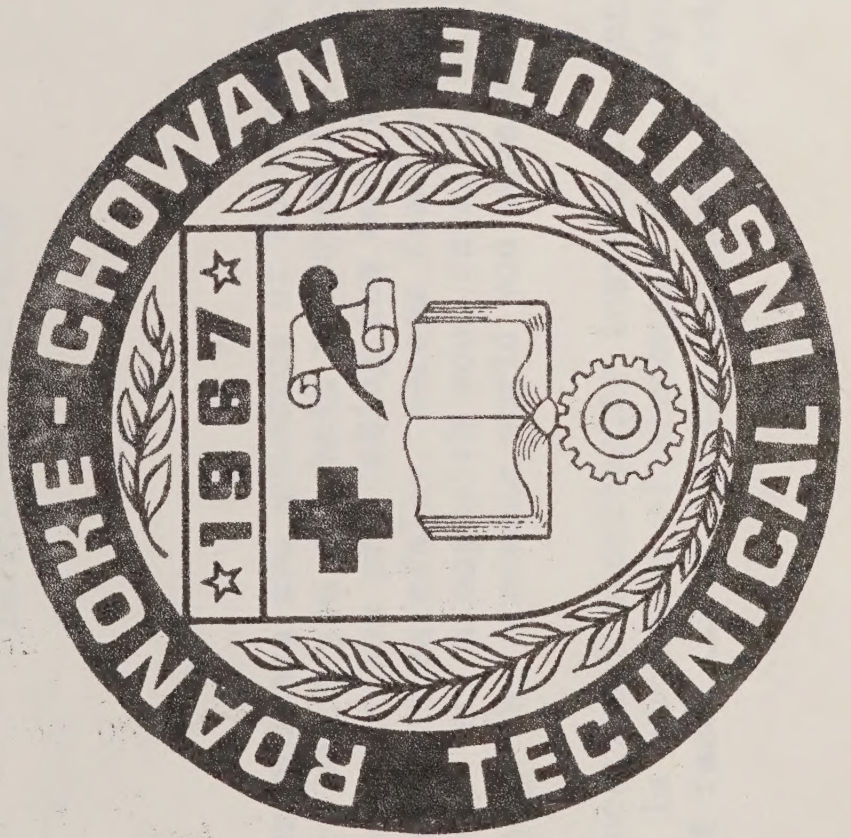


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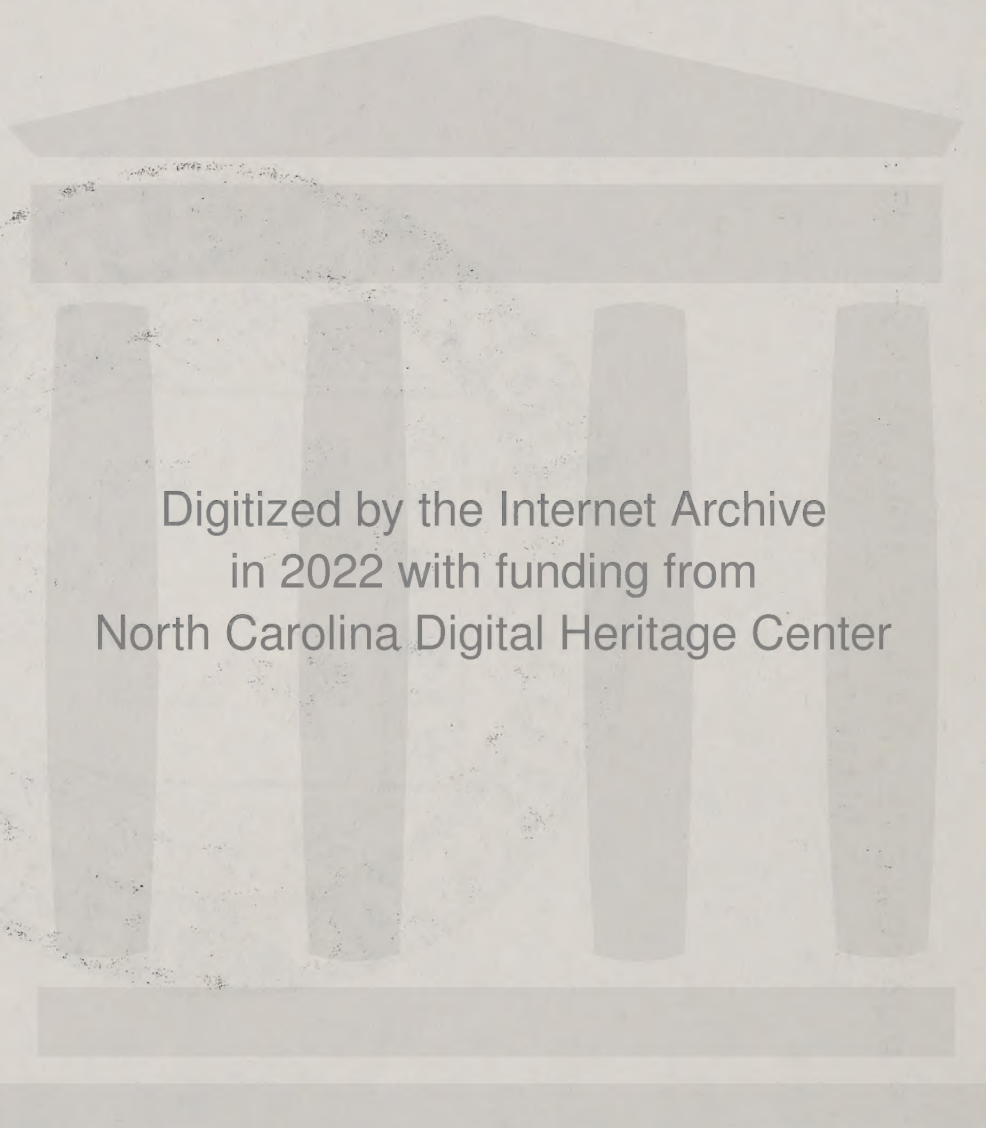
Student Handbook

OF
ROANOKE-CHOWAN TECHNICAL INSTITUTE
Ahoskie, North Carolina



Learning Resources Center
Roanoke-Chowan Technical College
Route 2, Box 46-A
Ahoskie, North Carolina 27910

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ROANOKE-CHOWAN TECHNICAL INSTITUTE

Route 2, Box 46A

Ahoskie, NC 27910

Telephone 332-4168

This handbook is for the convenience and guidance of Roanoke-Chowan Technical Institute students. The contents, for which you are held responsible, may answer questions you have about being a campus citizen and making the most of your academic and co-curricular experience. Review it carefully, become familiar with its contents, and keep it for future reference. It, along with your catalog, will act as a personal guide for your travels through the academic world you have entered.

An equal educational opportunity institution which makes not distinction in admission of students, or in any activities on the basis of race, color, creed, or national origin.

WHOM TO ASK

Absences	Student Development Services
Admission.	Student Development Services
Books and Periodicals.	Learning Resources Center
Building Maintenance	Business Office
Counseling	Student Development Services
Course Offerings	Student Development Services
Drop-Add	Student Development Services
Evening Courses.	Continuing Education
Financial Aid.	Student Development Services
Finances	Business Office
First Aid.	Student Development Services
Grades - End of Quarter Reports.	Student Development Services
Graduation	Student Development Services
High School Equivalency Program.	Learning Resources Center
Institute Regulations.	Student Development Services
Job Placement.	Student Development Services
Lost and Found	Student Development Services
Purchase of Books and Supplies	Business Office
Student Activities	Student Development Services
Transcripts.	Student Development Services
Veterans Affairs	Student Development Services
Vocational Rehabilitation.	Student Development Services
Withdrawals.	Student Development Services
Parking.	Student Development Services
Change of Grade.	Registrar

SCHOOL CALENDAR

FALL QUARTER 1974

Registration	September 3
Student Orientation	September 4
Classes begin	September 5
Last day of classes	November 20

WINTER QUARTER 1974/75

Registration	November 25
Classes begin	November 26
Classes end for holiday	November 27
Holiday - Thanksgiving	
Classes begin after holiday	December 2
Classes end for holiday	December 20
Holidays - Christmas and New Years	
Classes begin after holidays	January 2
Last day of classes	February 24

SPRING QUARTER 1975

Registration.	March 3
Classes begin	March 4
Classes end for holiday	March 27
Holiday - Easter	
Classes begin after holiday	April 1
Last day of classes	May 21

SUMMER QUARTER 1975

Registration.	June 2
Classes begin	June 3
Classes end for holiday	July 3
Holiday - Independence Day	
Classes begin after holiday	July 7
Last day of classes	August 19
Graduation.	August 24

HISTORY

Superintendent of Hertford County Schools R. P. Martin and the Hertford County Board of Education began formulating plans for Roanoke-Chowan Technical Institute in 1960. In 1963 and 1965 requests were made through the State Board of Education and the General Assembly for appropriations to establish a technical institute in the Roanoke-Chowan area. In 1967 under the leadership of Representative Roberts H. Jernigan, Jr. and with the support of Senator J. J. "Monk" Harrington and Representative Emmett Burden, the General Assembly appropriated the funds to establish Roanoke-Chowan Technical Institute as an extension unit in Hertford County of the Department of Community Colleges.

The Hertford County Board of Education and the State Board of Education signed an agreement establishing the Institute to serve the people of the Roanoke-Chowan area, including Bertie, Gates and Northampton Counties. The Hertford County Board of Education and Board of Commissioners jointly appointed a Board of Trustees for the school.

On August 22, 1967 J. W. Young, former teacher and principal in the Hertford County system was elected president of Roanoke-Chowan Technical Institute.

A 39-acre site near the center of Hertford County was purchased by the county Board of Education in August 1967. The site, near the Village of Union, was formerly a State Correctional Institution. Located on the site were one brick security building and five other wood frame structures. The land outside the prison compound had been used for farming to supply the inmates with produce.

In September 1967, work was begun to renovate and convert the buildings for school use. Offices were provided, and the president and a small staff began work.

Surveys were made for the occupational needs of the Roanoke-Chowan area. Curriculum committees were appointed and extension classes were started in the Fall of 1967.

Renovation of buildings continued and necessary equipment and supplies were requisitioned to provide needed teaching tools for occupational instruction. Almost immediately, the people of the Roanoke-Chowan area became interested in the Institution, and what it offered, and would offer in the future. Off-campus classes were started in store buildings, public schools, community centers and churches.

Roanoke-Chowan Technical Institute became a fully chartered state institution on July 1, 1971. The Board of Trustees was increased to twelve members to operate as a corporate controlling body.

In July of 1972 the Institute began Phase I of facility and campus development. Nearly \$2 million has been granted in Federal, state and local funds. Two buildings have been designed and about one-third of the campus is designated to be developed. Construction on this project began early in 1974.

Roanoke-Chowan Technical Institute enjoys the support of the 82,000 people who live within a 25-mile radius of the school. This area encompasses the whole of Hertford County and four-fifths of the land area of adjacent Bertie, Gates and Northampton Counties.

Purpose and Philosophy

The purposes of Roanoke-Chowan Technical Institute are to provide specialized occupational education to fill the employment needs in our society, to provide basic education necessary for growth in occupational fields or in continued education, and to provide the basic human relations training necessary for people to develop as citizens and workers.

The major objectives of Roanoke-Chowan Technical Institute are as follows:

1. To provide expanded educational opportunities for young people and adults who would not otherwise continue their education.
2. To provide relatively inexpensive nearby educational opportunities for high school graduates, non-high school graduates, and adults.
3. To provide a high school equivalency program for non-high school graduates.
4. To provide technical programs of collegiate level leading to the Associate in Applied Science Degree, preparing students for jobs in industry, business, government, and service occupations as the need exists within the community.
5. To provide vocational programs preparing students for jobs requiring varying levels of ability and skills.
6. To provide retraining and upgrading courses and programs to facilitate adjustment to, or re-employment or advancement in, a work environment that is undergoing rapid technological changes.
7. To provide courses that will meet the general adult and community service needs of the people of the area.
8. To provide a program of guidance and counseling designed to help all students understand themselves better and to be able to make wiser choices of vocations, avocations, and jobs.

9. To review the Institute's purpose and objectives in order to offer an education to meet the needs of our citizens within resources of the Institution, community, and state

Admission Procedures

1. Application

The applicant must submit an application for admission to Roanoke-Chowan Technical Institute. The personal data section and medical checklist section of the application have to be completed as early as possible prior to entering school.

2. Transcripts

A. Students should request his or her high school to forward a transcript to Roanoke-Chowan Tech. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation.

Applicants with a high school equivalency certificate or a diploma should submit a copy of the certificate or diploma in lieu of a transcript.

B. Students transferring from other post-secondary educational institutions should request official transcripts of all work completed to be submitted to Roanoke-Chowan Tech. Transfer students should request an appointment with the Registrar to determine and grant transfer credit.

3. Pre-Admission Counseling

Students planning to enroll at Roanoke-Chowan Tech are urged to schedule an appointment with a member of the counseling staff prior to entering school. This pre-admission counseling covers academic and occupational objectives, personal-social information and a general overview of the student's record.

4. Initial Placement Test
Roanoke-Chowan Tech requires each student to take a battery of tests prior to or during the first week of school to determine placement and counseling; however, the Admissions Officer may waive the battery of tests upon evidence of satisfactory scores on other standardized tests or educational achievement.
5. Re-Admission Procedure
Students applying for re-admission to Roanoke-Chowan Tech must adhere to the following procedure. If the termination was voluntary, the student must submit a re-admission form to the Admissions Officer and be re-admitted on the recommendation of the Admissions Committee.
6. Specific Requirements for Admission to Vocational Programs
 - A. Students must be 18 years or older and must be able to benefit from the available curriculum programs.
 - B. Students 16 to 18 years of age may be admitted to Roanoke-Chowan Tech providing a letter of release is obtained from the public school system.
 - C. Applicants for Cosmetology and Nursing must complete a health certificate signed by a physician as part of the application process.
 - D. Students applying for the LPN Program must be interviewed by a Nursing instructor and the Admissions Officer and be a high school graduate or equivalent.
 - E. The LPN Program requires pre-admission tests for entrance.
7. Specific Requirements for Admission to Technical Programs
 - A. Students must be high school graduate or have a high school equivalency certificate or diploma.
 - B. Students must be able to benefit from the available curriculum programs.
8. Admission to the High School Equivalency Program and Admission for Special Students
 - A. The applicant must meet the specific requirements for admission to vocational programs.

9. Admission to continuing Education Programs

- A. Requirements for Extension and ABE programs are determined on the basis of each class that is offered.
- B. Any adult, 18 years of age or older who is not enrolled in public school, is eligible to enroll.
- C. Students 16 to 18 years of age may be admitted to Roanoke-Chowan Tech providing a letter of release is obtained from the public school system.

10. Provisional Admissions

- A. Students may be enrolled on a provisional basis until all admission requirements are met. All admission requirements must be completed within a time frame of one quarter or equivalent quarter credit hours. Those students not completing the admission requirements will be suspended from classes until all requirements are met.

Roanoke-Chowan Technical Institute maintains the right to refuse admittance to students if the admissions committee has evidence to believe that the student may disrupt the educational process at the Institute. The school also reserves the right to recommend placement in programs other than the first choice of the applicant.

Roanoke-Chowan Tech may require a development program or developmental courses prior to entrance in a specific program. (Developmental courses are designed to develop basic skills in reading, math, English and other needed areas. For those courses students do not receive credit toward graduation.)

Information Regarding Student Residency Classification

G. S. 116-143.1 (b)

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual."

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request in the Student Development Services Department and in the library of the school.

TUITION

Tuition for full-time students in Technical or Vocational Programs is \$32 per quarter. Students taking less than 12 quarter hours pay \$2.50 per quarter hour credit.

Tuition for students whose legal residency is out of the state of North Carolina will be \$137.50 per quarter or for part-time students \$11.45 per quarter hour credit.

GRADUATION FEE

A graduation fee of \$10 will be charged to students one quarter prior to graduation. Students must complete an application for graduation and pay the fee during registration prior to graduation.

STUDENT ACTIVITY FEE

Full time students (12 or more quarter hours) will be charged an activity fee of \$5 per quarter. Students taking less than 12 quarter hours will have an option of paying the activity fee. Those students failing to pay the \$5 fee will not be allowed to participate in S.G.A. sponsored activities. Activity fees are not charged for summer quarter.

INSURANCE

Student insurance is available at the cost of \$3 per year. This coverage is for students while at the school and in route to and from school.

ACCIDENTS AND REPORTS

Any student injured at school, or in traveling directly to or from school, must immediately report the accident to the Student Development Services Office. At such time, the student would request an insurance form if he (she) has purchased the scholastic insurance. The Institute will not approve payment by the insurance company unless the accident has been reported.

REFUND POLICY

1. Tuition refund to a student shall not be made unless the student is, in the judgment of the Institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five (\$5) dollars or less, except if a course or curriculum fails to materialize, tuitions of all students enrolled for such shall be refunded.
2. In order to comply with Federal regulations in institutions not regionally accredited, the State Board of Education has authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U.S. Code Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition not used up at the time of withdrawal of such students.
3. Where a student, having paid the required tuition for a quarter, withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the Institution's Administration, the student may be allowed credit for unrefunded tuition if he applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

4. Where a student, having paid the required tuition and fees for a quarter, dies during that quarter, (prior to or on the last day of examinations of the institution he was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.

STUDENT DEVELOPMENT SERVICES

Guidance And Counseling

Guidance and counseling are an integral part of the total educational program at Roanoke-Chowan Technical Institute.

Trained counselors are available to assist students with academic, occupational and personal social problems. Counseling is available to every student from pre-admission through graduation.

To assist students in their academic programs, Roanoke-Chowan Tech has established an advisor plan where every student is assigned a faculty advisor. The advisor helps plan the student's academic program, keeps a record of his progress, and is available for additional counseling.

Testing

Placement Test Battery

As part of the admissions program, Roanoke-Chowan Tech administers a battery of placement test to all students. These tests are not entrance exams and will not be used to prohibit admission to any student. The purpose of the placement tests is to provide additional information to assist in planning the student's educational program.

Student Orientation

Roanoke-Chowan Tech offers a continuous orientation program, starting on the first calendar school day of each quarter. All new students are expected to participate in the orientation program. The objectives of the program at Roanoke-Chowan Tech are:

1. To assist students in the articulation from one educational program to another.
2. To acquaint students with the facilities, services, activities, policies and organizations.
3. To encourage and assist students to take advantage of the opportunities offered by the school.
4. To offer continuous assistance to the students, as part of the counseling program.

Placement

Roanoke-Chowan Technical Institute does not guarantee job placement to graduates, but the school will assist in placing graduates in jobs whenever possible. Contact is maintained with business and industrial firms in the area in order to locate employment opportunities for graduates of programs offered at the Institute. Students desiring assistance with placement must notify the Office of Student Development Services at the beginning of their last quarter in school.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Freedom

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

Student Conduct

Roanoke-Chowan Technical Institute expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and Institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as, off the campus.

The Institute has the right to revoke all scholarships and grants of funds for the assistance of students who are convicted, enter a plea of guilty or nolo contendere to a charge of riot, incite a riot, trespass, or seize the buildings or facilities on the campus.

STATE LAW PROHIBITS THE USE OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories and shops unless otherwise permitted by individual instructors.
6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.
7. Due to the number of danger areas in the Institute, students are asked not to bring children to class with them.
8. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.
9. Drinking of soft drinks, milkshakes, and coffee, as well as eating of food, is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors. Cups should not be carried to the classroom at any time.

First Aid

The Administrative Building of the Institute maintains an adequately supplied first-aid kit for the use of the faculty and students. When first aid is needed, contact Student Development Services.

Student Discipline

The president and other administrative officials are authorized to dismiss, suspend, or expel immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the Institute. Student counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the Institute also shall be subject to immediate suspension, dismissal, or expulsion.

Student Appeal

When a student of the Institute is dismissed, suspended, or expelled, the student is entitled to procedural due process. Upon written notice of appeal by the student, a written copy of charges shall be delivered to the student and he shall have the right to cross examination of witnesses, the right to present evidence, and the right to be represented by counsel of his choice.

The board of original jurisdiction before which the appeal shall be heard will be the Faculty Executive Committee plus three students appointed by the president of the Student Government Association. An appeal hearing must be scheduled within five days of the written request for such appeal if the student requests a hearing. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president of the Institute or ultimately to the governing board of the Institute.

Graduation Requirements

Roanoke-Chowan Technical Institute confers the Associate in Applied Science Degree upon students who satisfactorily complete a two-year technical education program. The diploma is awarded to students who satisfactorily complete two years or less in a vocational program. Certificates may be awarded upon completion of selected programs of less than one year in length or whose content falls short of the full curriculum.

Residence Requirements

The student must attend Roanoke-Chowan Tech a minimum of two (2) quarters to be eligible for a degree or diploma (with proper transfer credits applied).

Grading

H - Honor Grade - Completed all objectives with a written evaluation and performance level average of 90% or better on a course in which he is enrolled for the first time. If individual has to take test over, he will not make a grade of "H".

P - Completed all objectives with a performance level of 85*.

I - Failed to complete all objectives within time limit of quarter. Will have one additional quarter to remove the I.

F - Failure to remove the I within the specified time limit. Must repeat entire course to receive any credit.

WP - Withdrew from course doing satisfactory work at time of withdrawal.

WF - Withdrew from course doing unsatisfactory work at time of withdrawal.

*ANY TEST TAKEN A SECOND TIME CAN EARN ONLY A GRADE OF 85.

Classifications of students

At the end of each quarter the Student Development Services Department will classify each student according to the following categories:

Honor Roll - Students who are in "good standing" and who make a grade of H on all courses in which they are enrolled for the first time. If individual student has to take a test over, he will not make a grade of "H".

Dean's List - Students who are in "good standing" and who make a grade of P the first time they take the course. The student who has to make up tests during the quarter will still qualify for the Dean's List.

Student in "Good Standing" - Student who has a grade of P on 60% of courses taken, who is not under disciplinary action from any instructor or the Department of Student Development Services, and who is not in arrears in his financial obligations to the school.

Student "~~Not~~ in Good Standing" - Student who has P's on less than 60% of courses taken, or who is under disciplinary action from any instructor or the Department of Student Development Services, or who is in arrears in his financial obligations to the school. This student may be asked to withdraw from classes or school.

Full-Time Student - Any student who completes 12 credit hours of work. A student must complete 12 credit hours before being placed on the Honor Roll or Dean's List.

Probationary Status - A student before being classified "Not in Good Standing" will be placed on probationary status for 6 weeks. If deficiencies are not made up within the time allotted, the student automatically is placed in the classification of "Not in Good Standing."

STUDENT ACTIVITIES

Student Government Association

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student council provides a means through which students can promote interest in student activities both on and off campus.

GENERAL INFORMATION AND REGULATIONS

Withdrawal

Students desiring to withdraw from the Institute or from a particular course for any reason must contact the Office of Student Development Services to obtain the proper forms and procedures for official withdrawal.

Accreditation

The Roanoke-Chowan Technical Institute is a member of the System of North Carolina Community Colleges and Technical Institutes, and is accredited by the North Carolina State Board of Education. The Institute is a candidate for accreditation with the Southern Association of Colleges and Schools.

Administrative Office Hours

The offices are normally open Monday through Friday from 8 a.m. to 5 p.m. Special appointments may be made at hours other than those listed upon request. In addition, a night supervisor is on duty Monday through Thursday until 10 p.m.

Changes in Regulations

The Institute reserves the right to make changes in the regulations, course, fees and other matters of policy as it deems necessary.

ATTENDANCE POLICY

Roanoke-Chowan Tech respects the maturity of its students and their individual responsibility to attend their scheduled classes. According to state policy, a student will be dropped from a particular course if he has recorded five unexcused absences. It is at the discretion of the instructor to determine whether an absence is excused or unexcused. The student may re-enroll in a course from which he has been dropped upon recommendation of the admissions committee. The Registrar's office will make the decision on whether or not a student is dropped from school.

When the instructor considers a student's attendance and/or attitude a problem he shall inform the counselor who will discuss the situation with the teacher and the student. After the counselor discusses this problem with both parties, the student reports back to class. The second time an instructor considers a student's attendance and/or attitude a problem, he shall refer the student to the Director of Student Development Services for final action. The director shall then inform the instructor of this action.

Intramural Sports

The purpose of this program is to provide all students at Roanoke-Chowan Technical Institute an opportunity for wholesome recreation through participation in a variety of selected and properly supervised activities.

Intercollegiate Athletics

Roanoke-Chowan Tech is a participant in the Eastern Community College Basketball conference.

Food Service

A short order food service is available on campus in the student lounge. Ham-burgers, hot dogs, french fries, etc., are prepared daily during lunch hours. Drinks, candy, potato chips, etc. are also available in the lounge.

Bookstore

The bookstore will be open from 8:30 a.m. till 3 p.m. the first week of the quarter. After the first week, bookstore hours will be from 8:30 a.m. till 12 a.m. Jackets, sweat shirts, T-shirts and many other supplies are available in addition to all required textbooks.

Parking

There are three student parking lots which are shown on the campus map in the back of the student handbook. It is necessary that all student vehicles be parked in these three parking lots to avoid unnecessary congestion on campus.

Identification Cards

Student identification cards are issued on Registration Day after the student is officially registered, and upon payment of student activity fee. This card will admit students to social, cultural, and educational events sponsored by the school.

Ring Sale

A ring sale is held during the fall and spring quarters of each year, at which time Roanoke-Chowan Tech students who have completed 50 per cent of graduation requirements may purchase a college ring.

LIBRARY

The library is designed to help each student meet his vocational and technical goal. The library's goal of encouraging and enabling each student to think critically, reflectively, analytically, and creatively requires that each student receive individual guidance and practice in each of these areas of thinking. The goal also requires that

substance for thinking be provided; therefore, the library contains a well-rounded collection of books, pamphlets, periodicals, films, filmstrips, recordings, and transparencies.

Present library holdings include over 5,435 volumes of general, technical, and vocational fields. The library subscribes to 112 periodicals, three daily newspapers, the local newspaper, and six weekly newspapers. The open-self system enables students to browse freely and encourages reading and studying.

The library orientation period enables each student to become familiar with the use of library materials and the library regulations.

LIBRARY TUTORIAL PROGRAM

Roanoke-Chowan Technical Institute believes in the education of all its students, from the student who requires more time to accomplish his goal to the student who is academically gifted. The tutorial program uses a multimedia approach to reinforce the student's knowledge gained through classroom experiences. Any student who desires to be tutored is eligible to participate in the program.

AUDIO VISUAL AIDS

The Learning Resources Center houses globes, maps, filmstrips, tapes, recordings, slides, transparencies, and other forms of communication. It also houses and distributes the equipment necessary for the use of these materials. Movie projectors, filmstrip projectors, opaque and overhead projectors, record players, tape recorders, and other audio visual equipment are provided and scheduled by the Center.

THE CONSTITUTION OF THE STUDENT ASSOCIATION

ROANOKE-CHOWAN TECHNICAL INSTITUTE

We the students of Roanoke-Chowan Technical Institute, in order to cooperate with the faculty in the management of student self-direction, provide a forum for discussion of questions of interest to the student body, and to create and maintain standards of good citizenship among students, do ordain and establish this constitution.

Article I - Name

Section 1. The name of this student organization shall be "THE STUDENT GOVERNMENT ASSOCIATION OF ROANOKE-CHOWAN TECHNICAL INSTITUTE."

Article II - Authority

Section 1. The student Council shall plan for better conduct in student lounge, classrooms, on the campus, and all events sponsored by the Roanoke-Chowan Technical Institute.

Section 2. The Director of Student Personnel shall serve as Advisor to the student Association.

Article III - Membership

Section 1. All registered curriculum students of Roanoke-Chowan Technical Institute shall be members of the Student Government Association. The students shall form the Student Assembly.

Article IV - Student Council Membership

Section 1. The Student Council shall be composed of a president, vice-president, secretary, and treasurer elected by the student body and the class president from each curriculum.

Section 2. The qualifications for all student Council members are as follows:

- (a) each council member should possess worthy leadership, good citizenship, and willingness to cooperate.
- (b) candidates must be performing work equivalent to that of average.
- (c) failure to comply with the above regulations shall constitute an automatic dismissal from the Council for a period of one quarter.

Such a student may be reinstated if he again meets the requirements in succeeding quarter. If he fails to do so, he is permanently dropped from the Council membership and another student shall be chosen to fill his unexpired term by the majority vote of the council members.

Article V - Duties Of The Officers

Section 1. The President shall promote work of the council, preside over all the council meetings, call special meetings of the Student Council, see that the Constitution is enforced, and vote in case of a tie.

Section 2. The Vice-President shall preside over meetings in the absence of the President and act as Chairman of Programs Committee for student assemblies.

Section 3. The Secretary shall keep minutes of all the Student Council proceedings, attend to all correspondence of the Student Council, and keep attendance records for all meetings.

Section 4. The Secretary shall sent out written notices to Council Members announcing all council meetings.

Section 5. The Treasurer shall keep accurate records of the Student Council funds, both incoming and outgoing.

Article VI - Powers And Duties Of Student Council

Section 1. The Student Council shall grant charters for all Roanoke-Chowan Technical Institute's clubs.

Section 2. The Student Council shall have the power to petition the President on any matter pertaining to the welfare of Roanoke-Chowan Technical Institute.

Section 3. The Student Council shall give a hearing to any student or student group which has a request to make or a definite program of action to present for its consideration.

Section 4. The Student Council shall hold three (3) formal meetings for each quarter and on other occasions meetings that the President and Advisor think necessary.

Section 5. The Student Council shall establish committees that are necessary for their activities.

Section 6. Council members shall attend all regular or special council meetings.

Section 7. Each curriculum shall receive a verbal report of each council meeting from their representative.

Section 8. Student Council representatives of each curriculum shall express opinions of the students within their curriculum on all issues before the council.

Section 9. If council members do not perform their duties in a satisfactory manner, they shall be dismissed from the Student Council by a majority vote of the council, with approval of the Advisor and the President of Roanoke-Chowan Technical Institute.

Section 10. All voting conducted during a meeting shall be accomplished by a show of hands or by secret ballot if deemed necessary.

Section 11. Two-thirds (2-3) of the Student Council's membership shall constitute a quorum.

Article VII - Elections

Section 1. Elections for each curriculum shall be held in the third week of September. Each curriculum shall elect a President, Vice-President, Secretary, and Treasurer.

Section 2. The curricula presidents shall appoint a class member during the last week of September to serve on the nominating committee. The Nominating Committee will select a chairman and secretary to serve for this Nominating Committee.

Section 3. The Nominating Committee shall nominate two (2) nominees for secretary and treasurer to run for Student Council Officers.

Section 4. Students may make further nominations through the committee by petition. The petition must be filed with the secretary with sixty (60) signatures.

Section 5. The time and date for campaign speeches will be determined by the advisor.

Section 6. The campaign speeches shall take place during the first week of October.

- Section 7. The election of secretary and treasurer shall take place the second week of October.
- Section 8. The Officers of the Student Council shall be elected by secret ballot.
- Section 9. The simple majority shall apply to all elections.
- Section 10. In an event of a tie, a run-off election shall be held the next school day following the general elections.
- Section 11. An Elections Committee shall be appointed by the advisor to supervise the elections.
- Section 3A. Elections for president and vice-president shall take place in the spring quarter following the same procedure as fall quarter elections. Curricula presidents shall appoint a class member during the last week of April to serve on the Nominating Committee. The Nominating Committee will select a chairman and secretary to serve for the Nominating Committee. The Nominating Committee shall nominate two (2) nominees for each office. Campaign speeches shall take place during the first week of May. The election of Student Council President and Vice-**president** for the coming year shall take place during the second week of May.

Article VIII - Installation of Officers

- Section 1. The oath of office shall be administered to the incoming officers by the advisor one week after elections.
- Section 2. Other members of the student body and faculty may be present.

Article IX Amendment to the Constitution

Section 1. Any amendment to this Constitution must be approved by a majority vote of the Student Council following a reading of the proposed amendment at two (2) successive meetings.

Section 2. To pass an amendment to the Constitution, a two-thirds majority vote must be attained before the said amendment can become a part of this constitution.

Article X - Ratification

Section 1. This Constitution shall take effect after its ratification by a majority vote of the Student Body.

Section 2. We, the members of the Student Affairs Committee, recommend that this Constitution be adopted for the Roanoke-Chowan Technical Institute.

- STUDENT PARKING AREA**

